

STAT

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INSTRUCTIONS FOR COMPLETING FORM 930

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- Items 1, 3-5: These items are self explanatory.
- Item 2: If the requesting office uses an internal control number for computer service requests, it should be entered in this space.
- Item 6: The requester should provide a narrative description of the nature of the service to be performed. It should be complete and as clear as possible, for the record and for the understanding of ODP personnel, who will contact the requester if clarification and/or additional information is required. If space on the form is insufficient, the description may be continued on regular letter size paper (three copies) or attached in a separate memorandum.
- Item 7: The appropriate box should be checked to indicate the nature of the request. New customers should call extension ☐ if in doubt as to which box applies. STAT
- Item 8: The project name will not be entered if the request is a new requirement.
- Item 9: If the customer wishes to establish a cost limit for ODP resource expenditure, it will be entered here.
- Item 10: This box pertains to direct costs incurred in the requester's office in preparing input documents, changing work procedures, etc. Completion this item is at the requester's option.
- Item 11: Target dates are subject to resources available, scope and complexity of the services requested, and other priorities. Requesting offices may have to evaluate the importance of the request in relation to others submitted by the same office.
- Item 12: All requests must be approved by reviewing officials designated by the requesting office. The requesting office's allotment for computer services will be charged with the resources expended, i.e., man hours and/or machine hours.

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Please call extension ☐ if you have any questions regarding the completion of this form.

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